

## Facility Rules and Regulations

**Failure to comply with the below will result in loss of damage deposit.**

### **A. All Facilities**

- Confetti and/or rice are not allowed in City facilities or parking lots.
- Candles are not permitted.
- Propane canisters are strictly prohibited on the premises.
- All inflatables are strictly prohibited in all facilities (indoor and outdoor)
- Facilities must be vacated by 1:00 am (12:00 am for Dorsay Community & Heritage Centre), ensuring that all decorations and function supplies have been removed.
- Smoking and vaping are not permitted in any City facility. All City facilities are designated non-smoking (Durham Region By-law No. 28-2019).
- The City of Pickering cannot supply ladders or lift equipment to any permit holder. If this service is required, it must be arranged with and approved by the City of Pickering one week prior to the event.
- Caterers, bartenders, disc jockeys, entertainers, liquor licenses, etc., are the responsibility of the renter.
- Keys for West Shore Community Centre may be obtained at the Recreation Complex during regular operating hours. Please call 905.831.1711 for hours.
- Liquor License must always be visible on the bar wall during the function, and while alcohol is on site.
- As per liquor regulations, all bars must close at 12:00 am (11:00 pm for Dorsay Community & Heritage Centre). Last call must take place 30 minutes prior to closing time. All Special Occasion Permits must comply with the city's Municipal Alcohol Policy.
- Unnecessary noise which disturbs the peace, quiet, or comfort of any person in any type of residence, place of business, etc., in proximity to the facility is not permitted.
- Daytime rental keys must be returned immediately following the function to the Recreation Complex.
- Evening rentals (those finishing after 9:00 pm) must be returned before 12:00 pm the following day to the Recreation Complex.
- Decorating is the sole responsibility of the renter.
- Staples, tape, nails, glue, etc., are not permitted. Helium balloons are permitted, provided they are securely anchored and removed immediately following the function.
- Set up times for your event are as per your permit. You will not be granted access to the room before the permitted time.
- Renters must supply their own non-alcoholic beverages

### **B. West Shore Community Centre**

- Garbage must be placed in the garbage bin at the back of the building.
- Renters are responsible for their own set up.

- Tables and chairs must be put neatly away in the storage room.
- No live bands are permitted.
- Renters must supply their own mix.

**C. George Ashe Community Centre**

- The piano is the property of the Rouge Hill Senior Club. Please do not move/use.
- City of Pickering staff will set up tables and chairs provided a diagram of the layout is submitted on Monday preceding the function. You may obtain a diagram at the Recreation Complex Information Desk.
- Renters must supply their own mix and ice.

**D. Don Beer Arena**

- Renters are responsible for their own set up.
- Tables and chairs must be put neatly away in the storage room.
- Renters must supply their own mix and ice.

**E. Chestnut Hill Developments Recreation Complex East/West Salons & O'Brien Meeting Rooms**

- Recreation Complex Staff will set up tables and chairs provided a diagram of the layout is submitted on Monday preceding the function. You may obtain a diagram at the Recreation Complex Information Desk.
- Renters must supply their own mix.

**F. East Shore Community Centre**

- Renters are responsible for their own set up.
- Tables and chairs must be put neatly away in the storage room.
- Renters must supply their own mix and ice.

**G. Dorsay Community & Heritage Centre**

- City of Pickering staff will set up tables and chairs provided a diagram of the layout is submitted on Monday preceding the function. You may obtain a diagram at the Recreation Complex Information Desk.
- Renters must supply their own mix and ice.
- All requests for wedding bookings will be coordinated in advance by the Facility Booking Clerk at Dorsay Community & Heritage Centre.

For complete regulations, please see Conditions of Agreement.